

MassHR ONLINE TRAINING TRANSCRIPT

This transcript of online training narration is intended to reinforce learning. It is not designed as a formal user guide.

## **Self-Service Time and Attendance (SSTA) Punch Timesheets**

### **Reporting Excess Hours**

Learning Points: In this lesson, we will review how to complete the following transactions:

- Report overtime
- Report overtime premium
- Report comp time earned
- Report unbudgeted time
- Understanding the rule element

### **Reporting Excess Hours: Important Information**

- All employees must report their work hours or leave and submit their time daily.
- Employees must receive pre-approval for hours worked in excess of their normal schedule. Questions regarding pre-approval should be directed to your manager or supervisor or your agency human resources or payroll office.
- Your Self-Service Time and Attendance (SSTA) timesheet is considered your official Commonwealth attendance record.
- Some agency practice may differ from what has been outlined in training. Please contact your agency Human Resources or Payroll department for clarification.

### **Scenario 1: Report Straight Overtime Hours**

In this scenario, let's assume you are scheduled 37.5 hours per week and have obtained pre-approval from your manager or supervisor to work 2.5 hours of overtime on Tuesday.

To enter overtime, you will need to add one additional row.

Scroll to the right of your timesheet and click on the add a row (plus sign) icon. Notice that a blank row has been added.

Next, in the blank row for Tuesday locate the text box beneath the **TRC** column in the timesheet.

Click on the magnifying glass to the right of the text box.

The **Look Up TRC** dialog box will appear.

Scroll down until you find the **OT Straight TRC**, or **OTS**. Click on the **OTS** link.

You will return to your timesheet. Notice the TRC field has now been populated with the **OTS** Time Reporting Code, and in the **Short Description** column there is information defining the TRC.

In the same row, move to the right. In the blank text box in the **Quantity** column, enter 2.5.

Once finished, click the **Submit** button to route your timesheet for approval to your manager or supervisor.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the Submit Confirmation page is the Employee Certification message. The message states “I certify that the information entered is accurate and complete.”

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the timesheet and by viewing the **Reported Hours** summary table below the **Submit** button. Notice that your **Reported Hours** for the week are 2.5 hours more than your **Scheduled Hours**.

## Scenario 2: Report Overtime Premium Hours

In this scenario, let’s assume that in addition to the 2.5 hours of overtime worked on Tuesday, you have now been approved to work an additional 3 hours of overtime on Wednesday.

Since you are now reporting hours in excess of 40 hours in the week, you will be eligible for overtime premium pay. If you are an employee who is scheduled to work 40 hours, you will report overtime premium if you work hours in excess of your schedule.

To enter overtime premium hours you will need to add one additional row.

Scroll to the right of your timesheet and click on the add a row icon. Notice that a blank row has been added.

Next, in the blank row for Wednesday locate the text box beneath the **TRC** column in the timesheet.

Locate the text box beneath the TRC column in the timesheet.

Click on the magnifying glass to the right of the text box.

The **Look Up TRC** dialog box will appear.

Scroll down until you find the **OT Premium TRC**, or **OTP**. Click on the **OTP** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with **OTP** and in the **Short Description** column there is information defining the TRC.

In the same row, move to the right. In the blank text box in the **Quantity** column, enter 3.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the Submit Confirmation page is the Employee Certification message. The message states "I certify that the information entered is accurate and complete."

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the timesheet and or by viewing the Reported Hours summary table below the **Submit** button. Notice that your **Reported Hours** for the week are 5.5 hours more than your **Scheduled Hours**.

### **Scenario 3: Reporting Comp Time Earned**

On the following week, you have been pre-authorized to work 3 hours of comp time by your manager or supervisor on Monday.

To enter comp time earned you will need to add one additional row.

Scroll to the right of your timesheet and click on the add a row (plus sign) icon. Notice that a blank row has been added.

Note that by reporting 3 hours of comp time earned you will report more than 40 hours in the week. The first 2.5 hours of comp time will be earned at straight time and hours in excess of 2.5 hours will be earned at time and a half.

Therefore, we will be reporting 2.5 hours plus one half hour earned at time and a half for a total of 3.25 hours of comp time earned.

If you have questions regarding how comp time should be calculated, please contact your agency human resources or payroll office.

Next, in the blank row for Monday locate the text box beneath the **TRC** column in the timesheet.

Click on the magnifying glass to the right of the text box.

The **Look Up TRC** dialog box will appear.

Scroll down until you find the **Comp Time Earned TRC**, or **COM**. Click on the **COM** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with **COM** and in the **Short Description** column there is information defining the TRC.

In the same row, move to the right. In the blank text box in the **Quantity** column, enter 3.25.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the Submit Confirmation page is the Employee Certification message. The message states "I certify that the information entered is accurate and complete."

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the timesheet or by viewing the **Reported Hours** summary table below the **Submit** button. Notice that your **Reported Hours** for the week are 3.25 hours more than your **Scheduled Hours**.

Again, if you have a question regarding how comp time should be calculated, please contact your agency human resources or payroll office.

#### **Scenario 4: Reporting Unbudgeted Time**

Employees who are not eligible for overtime pay or comp time accrual may report their excess hours worked by reporting unbudgeted time. Unbudgeted time is uncompensated and the employee will only be compensated for their scheduled hours. Unbudgeted time is typically only used by exempt employees. If you have questions on reporting unbudgeted time, please contact your agency human resources or payroll office.

In this scenario, you worked 3 hours beyond your **Out** time on Thursday. As a result, and you will report 3 hours of unbudgeted time on Thursday.

Leave your **Out** time on Thursday to reflect your normal departure time. To enter unbudgeted time, scroll to the right of your timesheet and click on the add a row (plus sign) icon. Notice that a blank row has been added.

Next, in the blank row for Thursday locate the text box beneath the **TRC** column in the timesheet.

Locate the text box beneath the **TRC** column in the timesheet.

Click on the magnifying glass to the right of the text box.

The **Look Up TRC** dialog box will appear.

Scroll down until you find the **Unbudgeted TRC**, or **UNB**. Click on the **UNB** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with **UNB** and in the **Short Description** column there is information defining the TRC.

In the same row, move to the right. In the blank text box in the **Quantity** column, enter 3.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the Submit Confirmation page is the Employee Certification message. The message states "I certify that the information entered is accurate and complete."

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above your timesheet or by viewing the **Reported Hours** summary table below the **Submit** button. Notice that your **Reported Hours** for the week are now 3 hours more than your **Scheduled Hours**.

### Scenario 5: Rule Element

You may be directed by your agency to report only your hours worked in order to earn comp time, be compensated for overtime or unbudgeted time.

If you are not sure if this rule applies to you, please contact your agency human resources or payroll department.

In this example, simply report your extra hours in the regular row.

In this scenario, we will report 4 extra hours on Tuesday.

In the **Out** column for Tuesday, delete the 5:00 PM entry and enter 9:00 PM.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the **Submit Confirmation** page is the Employee Certification message. The message states “**I certify that the information entered is accurate and complete.**”

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review the **Punch Total** column for Tuesday. Notice that your total reported hours are 11.5 for the day.

Review your total time reported for the week.

Your total **Reported Hours** are listed above the timesheet or by viewing the **Reported Hours** summary table below the **Submit** button.

Notice that your **Reported Hours** for the week are now 4 hours more than your **Scheduled Hours**.

### **Scenario 6: Report Overtime Hours for Part Time Employees**

In this scenario, let's assume you are scheduled 20 hours per week and obtained pre-approval from your manager or supervisor to work 2.5 hours of overtime on Tuesday.

Since you work under 40 hours, your work hours will be paid at the overtime straight rate.

To enter overtime, you will need to add an additional row.

Scroll to the right of your timesheet and click on the add a row (plus sign) icon. Notice that a blank row has been added.

Next, in the blank row for Tuesday locate the text box beneath the **TRC** column in the timesheet.

Click on the magnifying glass to the right of the text box.

The **Look Up TRC** dialog box will appear.

Scroll down until you find the **OT Straight TRC**, or **OTS**. Click on the **OTS** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with **OTS** and in the **Short Description** column there is information defining the TRC.

In the same row, move to the right. In the blank text box in the quantity column, enter 2.5.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the **Submit Confirmation** page is the Employee Certification message. The message states "**I certify that the information entered is accurate and complete.**"

Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the timesheet and or by clicking on the **Reported Hours** summary link below the **Submit** button. Notice that your **Reported Hours** for the week are 2.5 hours more than your **Scheduled Hours**.

If you have questions regarding reporting overtime as a part time employee, please contact your agency human resources or payroll department.

### **Scenario 7: Reporting Comp Time Hours for Part Time Employees**

In this scenario, let's assume you are scheduled 20 hours per week and obtained pre-approval from your manager or supervisor to work 2.5 hours on Tuesday.

Since you work under 40 hours, your extra hours will be earned at straight time.

To enter comp time, you will need to add one additional row.

Scroll to the right of your timesheet and click on the add a row (plus) icon. Notice that a blank row has been added.

Next, in the blank row for Tuesday locate the text box beneath the **TRC** column in the timesheet.

Click on the magnifying glass to the right of the text box.

The **Look Up TRC** dialog box will appear.

Scroll down until you find the **Comp Time Earned TRC**, or **COM**. Click on the **COM** link.

You will return to your timesheet. Notice the **TRC** field has now been populated with **COM** and in the **Short Description** column there is information defining the TRC.

In the same row, move to the right. In the text box in the **Quantity** column, enter 2.5.

Once finished, click the **Submit** button to route your timesheet for approval to your supervisor or manager.

Once submitted, the **Submit Confirmation** page informs you that the submission was successful.

On the Submit Confirmation page is the Employee Certification message. The message states "I certify that the information entered is accurate and complete."



Click the **OK** button to certify you reviewed your time. As a reminder, your timesheet is the official timekeeping record of the Commonwealth.

After you click **OK**, you will return to your timesheet.

Review your total time reported for the week. Your total **Reported Hours** are listed above the timesheet and or by clicking on the **Reported Hours** summary link below the **Submit** button. Notice that your **Reported Hours** for the week are 2.5 hours more than your **Scheduled Hours**.

If you have questions regarding the reporting comp time as a part time employee, please contact your agency human resources or payroll department.

Click the **Sign out** link on the top right corner of the screen.

Let's review what you have learned in this lesson:

- How to report overtime
- How to report comp time earned
- How to report unbudgeted time